

## Indiana Formative Assessment Grant Assessment Approval Process

The State of Indiana envisions that formative assessment and the subsequent use of its data guide classroom instruction to promote learning at the individual student level. In accordance with this vision, Indiana provides schools access to funds through the Formative Assessment Grant, pending approval of current legislation. These funds may be used to pay for approved formative assessment programs and services. Below are the steps that vendors must take in order to request approval for a formative assessment program.

1. Review the Formative Assessment Criteria outlined in the Formative Assessment Criteria document (<http://www.doe.in.gov/assessment/formative-assessment-grant>).
2. Email the Indiana Department of Education (IDOE) at [FormativeAssessments@doe.in.gov](mailto:FormativeAssessments@doe.in.gov) and provide the following:
  - Assessment name
  - Name of the assessment provider (i.e., company name), if this differs from the assessment name
  - Contact information for a company representative
  - Documentation that test criteria have been met

**Please Note:** Assessment programs are considered individually. If a vendor wishes to apply for the approval of more than one offered assessment program, that vendor should submit separate documentation for each assessment program. Documentation is accepted in any desired format.
3. Review of submitted documentation within 5 business days of submission will be completed by IDOE.
4. Confirmation of results will be sent to the company representative with the results of the review. Results will be provided using the Indiana Formative Assessment Rubric (<http://www.doe.in.gov/assessment/formative-assessment-grant>).
  - The assessment will be indicated as either "Approved" or "Not Approved," and comments may be provided. If an assessment is marked "Not Approved," the vendor may submit additional documentation to the IDOE within 10 business days.

Note: Once an assessment is approved, it is immediately added to the approved assessment list.

Disclaimer: All policies and guidance for the 2017-2018 Formative Assessment Grant cannot be finalized until the conclusion of the 2017 Indiana General Assembly.